



Tasports Port Identity & Proximity Card Application Form

- Applications must be completed in NEAT AND LEGIBLE writing and in black or blue ink.
- All sections of this form must be completed. E.g. Personal details, email address, port access requirements, authorising signature at parent company and your signature.
- **PLEASE SEND ALL COMPLETED APPLICATION FORMS TO picards@tasports.com.au.**
- **Bell Bay, Burnie, Devonport & Hobart** - When submitting your application, please complete the top of the PIP application page with the preferred day & location you would like your appointment to have your photo taken, and collect your PIP card (see days/times available for appointments below).
- The times available for PIP card appointments are as follows:
Bell Bay (Main Office, Mobil Road): Thursdays 8am – 11am.
Devonport: Mondays & Wednesdays 10am till 1.00pm.
Burnie: Tuesdays & Thursdays 10am till 1.00pm.
Hobart (Macquarie 3 Offices): Tuesdays & Thursdays 10am – 1pm.
Flinders Island: Please contact Flinders Island on 03 6359 3502.
King Island: Please contact King Island on 03 6461 1155 to make a time.
- Your forms must be submitted and your online induction must be completed before an appointment will be scheduled.
- Within 48 hours of both your application being received and online induction being confirmed as completed you will be notified via return email of the date and time your appointment has been scheduled for.
- **No PIP cards will be printed without a pre-arranged appointment.**
- Your payment will be processed on receipt of this application.
- **PIP applications will not be processed without payment details (Credit card or Purchase order number) being provided.**
- If you have any queries regarding the PIP application process in first instance please email picards@tasports.com.au , or phone 03 6222 6065 if you require further clarity after receiving a response by email.



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TasPorts

Preferred Appointment Date	Circle preferred port location for card collection
Date:	Hobart Burnie Devonport Bell Bay

PERSONAL DETAILS:			
Mrs./Mr./Miss/MS (please circle)	First Name:	Middle Name:	Last Name:
Number:	Street:	Suburb:	
State:	Postcode:	Date of Birth:	
Phone- Business:	Home:	Mobile:	
Email:	Preferred Contact: Mobile <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Email <input type="checkbox"/>		
Drivers Licence No# :	State of Issue:		
Do you have a current Maritime/Aviation Security Identity Card?: YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, please state MSIC/ASIC NUMBER:	

PORT ACCESS REQUIREMENT DETAILS:

Employer:	Job Description:			
Reason Port Access is requested:				
Employer Address - Number:	Street:	Suburb:	Post Code:	
ACCESS TO THE FOLLOWING PORTS IS REQUESTED (please tick)	HOBART <input type="checkbox"/>	BELL BAY <input type="checkbox"/>	DEVONPORT <input type="checkbox"/>	FLINDERS ISLAND <input type="checkbox"/>
	BURNIE <input type="checkbox"/>	KING ISLAND <input type="checkbox"/>	DOMAIN SLIP <input type="checkbox"/>	DEVONPORT AIRPORT <input type="checkbox"/>

AUTHORISING PERSON AT PARENT COMPANY (applications without signature WILL NOT be processed)

Name:	Position:
Signature:	Contact Number:

Declaration (to be signed by applicant)

- I declare that the information contained within this application and any attachments is true and correct and that if I willingly omit or provide information that is false Tasports may refuse access to Tasports facilities. Tasports reserves the right to restrict or deny access to Tasports facilities if *operational need of access* cannot be established by the applicant.
- I have read and understood the attached regulations relating to Tasports Proximity card use on page 3 of this document.
- I acknowledge that it is a requirement to successfully complete a Tasports induction to gain entry to a Tasports facility.

Signature: _____ Date: ____/____/____

OFFICE USE ONLY

Application received: _____ Input By : _____ PIP Card # : _____



Tasmanian Ports Corporation
ABN: 82 114 161 938
GPO Box 202
Hobart, Tasmania 7001
Ph.: 1300 366 742

PAYMENT METHODS

Please select one of the payment methods below

PAYMENT WILL BE PROCESSED ON RECEIPT OF THIS APPLICATION

PORT USER PASS - \$75

REPLACEMENT PASS (If lost) - \$20.00

**PLEASE NOTE: NO APPLICATION FORMS WILL BE PROCESSED WITHOUT
PAYMENT INFORMATION**

Tax Invoice to Parent Company*

CREDIT CARD PAYMENT**

**purchase order MUST be attached to application for.*

***Tax invoices will only be sent for purchase orders;
this form is the receipt for credit card payments*

CHARGE MY CREDIT CARD: VISA MASTERCARD

CREDIT CARD NUMBER: _ _ _ _ _ _ _ _ _ _

CREDIT CARD NAME: _____

EXPIRY DATE: __ __ / __ __

SIGNATURE OF CARD HOLDER: _____ DATE: _____

TAX INVOICE

***this document will become a Tax Invoice for GST purposes upon completion of this form and payment of the prescribed fee. Please photocopy this page and retain the photocopy for your records.**



TasPorts

TASPORTS PORT IDENTITY & PROXIMITY CARD GUIDELINES

1. Cards are not to be loaned or borrowed. If you are found to have given your card to someone else we reserve the right to cancel your card and restrict your port access.
2. Any lost cards are to be reported immediately to 1300 366 742.
3. Users must swipe their card every time they enter and exit the port, even if they are a passenger in a vehicle.
4. King Island card holders must keep their card on them at all times whilst within the port area.
5. Vehicles must enter the port one at a time ie. No tailgating.
6. Pedestrians must enter the port facility using pedestrian access gates and keep to designated walkways within the port facility.
7. Port users who do not hold a current PIP card must remain accompanied at all times by a person who holds a valid Tasports PIP card. Any person entering the port facility as an escorted visitor must first be declared at the security intercom at the gates of the port facility or anybody entering King Island facility as an escorted visitor must be declared and sign in at the office.
8. No person is authorised to access the port unless they are engaged in legitimate port related business.
9. PIP card holder must hold a PIP card that relates to each of their employers operations.

IMPORTANT

Any person failing to comply with the condition of entry and proximity card usage will have their access rights from the port area withdrawn.

Tasmanian Ports Corporation constantly monitors its Port Facilities with security cameras.

Footage taken from camera operations is compliant for use as court evidence.

Breaches of the above conditions constitute offences under the *Maritime Transport and Offshore Facility Security Act 2003*, the *Criminal Code Act 1924*, the *Police Offences Act 1935*, and prosecution under these Acts may follow.

Fines of up to \$5000.00 apply for non-compliance with Port Security requirements.

Yours sincerely,

Sophie Prudhomme
General Manager Security, Safety & Environment